



# Common expressions in business 2

Lesson code: CTTE-F7NF-ACUK

INTERMEDIATE

## 1 Common expressions

Respond to the sentences below with an appropriate expression.

Any time  
I'll let you go  
Same to you

Bear with me  
I see what you mean  
What a shame

By all means  
It's all right

I'd appreciate that  
I've got that

- "I'll give you a lift to the airport." "Thank you. \_\_\_\_\_."
- "Thank you for your help." "\_\_\_\_\_."
- "If we offer the client a discount, he will continue to buy from us." "\_\_\_\_\_."
- "Sorry to keep you waiting." "\_\_\_\_\_."
- "Can we finish this conversation later? I'm a little busy now." "OK, \_\_\_\_\_."
- "I'm afraid our potential customer has signed a deal with our competitor."  
"\_\_\_\_\_."
- "Are the sales materials ready yet?" "I'll go and check. \_\_\_\_\_."
- (on the phone) "My number is 432 124 940." "OK. \_\_\_\_\_."
- "Have a nice weekend." "\_\_\_\_\_."
- "Can I make myself a tea?" "\_\_\_\_\_."

## 2 Practice

Cover the expressions above. In pairs, take turns to read and respond to the sentences below:

- Have a nice summer.
- Can I open the window?
- The password is 234ABC6.
- Sorry for the interruption.
- I have a lot of tasks to do at the moment. Do you mind if we finish this discussion later?
- Is my laptop repaired yet?
- Thanks for the lift.
- I'll call the client to let him know you'll be late.
- It would be better to redesign our website over the summer when business is slow.
- I'm afraid I have bad news. Our top salesman is going to resign.